



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.33	Subject: RADIO COMMUNICATIONS
Reference: DOC Policy No. 3.1.33	Page 1 of 3 and 1 attachment
Effective Date: November 20, 2001	Revision: new implementation date - April 26, 2010
Signature / Title: /s/ Mike Mahoney / Warden	
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator	

I. PURPOSE

To maintain radio communication systems and effectively operate internal and external staff communications authorized by the IAW, Federal Communications Commission, applicable MCA's and the State of Montana Public Safety Services Bureau requirements for MSP and MCE radio communications.

II. DEFINITIONS

P25 Radio – a radio equipped with capabilities for interoperable communications.

Radio System - a two-way communication radio system, which may include base, mobile and portable equipment capable of transmitting and receiving.

Secure Envelope - anything inside of a physical barrier of a secure facility such as a security grade building wall or security fence in a correctional facility. The barrier defines the envelope of the secure facility. The construction must be such that an offender could not escape under reasonable conditions. At MSP this is the area inside the single and double fenced perimeter.

III. PROCEDURES:

A. Communications System Operations

1. The Dispatch Console, located in the Command Post and operated by Command Post staff, is the MSP Primary Command Radio.
2. Emergency operations Secondary Command Radio communication equipment is located at designated secondary locations. This equipment is designed to enhance radio communication during incident command emergency operations and to serve as a backup for the Command Post should the Primary Command Radio become compromised or non-operational.
3. The Security Major is responsible for the maintenance and inventory of the communication system and equipment.
 - a. Department heads will inventory radio equipment issued and maintained by their department.
 - b. MCE staff will use the Ranch Office as the primary location for communication, and the Work and Re-entry Center as the secondary location.
4. Radio batteries will be maintained in a charged state and rotated as necessary.
5. All communication equipment will be tested at the beginning and end of each shift at the post or area from which the equipment is issued or used. Staff must immediately notify their supervisor and prepare and submit a communications equipment work to the Lock Shop order upon discovery of any defective or otherwise malfunctioning equipment.

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6. Plain English is the only authorized means of communication on our radio systems.
 - a. The Command Post must be notified of all facility emergencies.
 - b. The dispatch of all emergency response personnel will be coordinated by the Command Post:
 - Assigned first responding security staff
 - Inner Perimeter Security (IPS) team
 - Fire Brigade staff
 - First responder emergency medical staff
7. Staff will use communication equipment in a professional and appropriate manner, getting the information clearly communicated in as brief a time as possible. Staff will not use profanity or CB jargon during radio communications.
8. Staff will use military time for all radio communications.
9. Individual radio operators will use call signs when transmitting.
 - a. Call signs for security posts and support locations shall be the name of the post or location (i.e., Tower 1, Alpha Unit, High Yard, Change House, Warehouse, etc.).
 - b. The Security Major or designee will distribute a list of designated call signs developed and maintained by the Emergency Preparedness Lieutenant.
 - c. When initiating a radio transmission, the staff member must first identify the call sign of the post or location they are calling, and then identify their call sign.
Example: "Close 1, Tower 4" means the Tower 4 officer is calling the Close 1 control cage officer.
 - d. The caller must wait for the callee to respond after initiating the radio transmission. The caller may proceed with the information/message after the callee acknowledges receiving the initial transmission.
10. The Command Radio operator (Shift Commander) will identify the base station as Prison Base and periodically announce the base station call sign when transmitting (WNNB 467).

B. Equipment

1. An adequate number of portable radios and recharging systems must be available.
2. Personal two-way radios are strictly prohibited.
3. Trunked radio equipment is strictly prohibited within the secure envelope on day-to-day operation, but may be authorized for emergency response team operations.
4. The Command Post must have multiple channel capability to communicate with local external agencies.
5. The Security Major or designee will determine the protocols for the storage, programming, selection, and use of all radios and radio channels. The MCE Administrator will coordinate MCE radio activities with the Security Major.
6. Vehicles used for security transports of inmates must be equipped with a P25 capable radio.
7. Inmates are strictly prohibited from holding, operating, or installing any radio equipment.
8. Unaccounted for radios will be reported to the Shift Commander immediately! If the equipment is not accounted for within fifteen minutes of the initial report, that non-trunked radio will be disabled.

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IV. CLOSING

Questions concerning this procedure will be directed to the Security Major.

V. ATTACHMENTS

MSP Fleet Mapping Plan outline

attachment A

RESTRICTED DISTRIBUTION

MSP Fleet Mapping Plan

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